

# CIRCULAR

**Date Issued: 15 October 2020**

## **SUBJECT: LEAVE QUALIFYING SHIFTS DURING THE HARD LOCKDOWN AND COVID-19**

This circular applies only to employers who are members of the following employers' organisations and who are signatories to the Settlement Agreement dated 17 August 2020 covering wages and other conditions of employment:

ASSOCIATION OF ELECTRIC CABLE MANUFACTURERS' OF SOUTH AFRICA

ASSOCIATION OF METAL SERVICE CENTRES OF SOUTH AFRICA

CONSTRUCTIONAL ENGINEERING ASSOCIATION

CAPE ENGINEERS' AND FOUNDERS' ASSOCIATION

EASTERN CAPE ENGINEERING AND ALLIED INDUSTRIES ASSOCIATION

ELECTRICAL ENGINEERING AND ALLIED INDUSTRIES' ASSOCIATION

ELECTRICAL MANUFACTURERS ASSOCIATION OF SOUTH AFRICA

GATE AND FENCE ASSOCIATION

HANDTOOL MANUFACTURERS' ASSOCIATION

IRON AND STEEL PRODUCERS' ASSOCIATION OF SOUTH AFRICA

KWA-ZULU NATAL ENGINEERING INDUSTRIES' ASSOCIATION

LIFT ENGINEERING ASSOCIATION OF SOUTH AFRICA

LIGHT ENGINEERING INDUSTRIES' ASSOCIATION OF SOUTH AFRICA

NON-FERROUS METAL INDUSTRIES' ASSOCIATION OF SOUTH AFRICA

REFRIGERATION AND AIR CONDITIONING MANUFACTURERS' AND SUPPLIERS' ASSOCIATION

SOUTH AFRICAN ELECTRO-PLATING INDUSTRIES' ASSOCIATION

SOUTH AFRICAN PUMP MANUFACTURERS ASSOCIATION

SOUTH AFRICAN REFRIGERATION AND AIR CONDITIONING CONTRACTORS' ASSOCIATION

SOUTH AFRICAN VALVE AND ACTUATOR MANUFACTURERS' ASSOCIATION

Please note that this circular does not apply to employers who are members of non-signatory employers' organisations as listed hereunder:

- NATIONAL EMPLOYERS ASSOCIATION OF SOUTH AFRICA (**NEASA**)
- SOUTH AFRICAN ENGINEERS AND FOUNDERS ASSOCIATION (**SAEFA**)
- CONSOLIDATED EMPLOYERS ASSOCIATION (**CEO**)
- PLASTIC CONVERTERS ASSOCIATION OF SOUTH AFRICA (**PCASA**)
- FEDERATED EMPLOYERS ORGANISATION OF SA (**FEOSA**)
- S A UNITED COMMERCIAL AND ALLIED EMPLOYERS ORGANISATION (**SA UEO**)

**LEAVE QUALIFYING SHIFTS DURING THE HARD LOCKDOWN AND COVID-19**

	<b>5-day week worker</b>	<b>6-day week worker</b>
Periods of absence on account of hard lock-down as a result of COVID -19 i.e. 27 March to 30 April 2020.	It is recommended that employers treat this period as a <i>lay-off</i> and that employees be credited with full shifts for an ordinary week for the purpose of paid leave and leave enhancement leave pay.	
Periods of absence on account of lay-off and/or short-time implemented as a result of COVID-19.	The leave qualifying shifts provisions of the Collective Main Agreement concluded between the Parties will apply.	

**Queries**

Should you have any queries regarding the contents of this circular, please contact an Agent at the Regional Office in your area.

<b>Region</b>	<b>Contact number</b>
Gauteng Regional Office	011 639 8000
Tshwane Regional Office	012 407 3700
Midlands Regional Office	041 586 1542
Cape Regional Office	021 421 6140
KZN Regional Office	031 305 4761
Free State Regional Office	057 352 4142
Border Regional Office	043 743 7747

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**Sicelo Nduna**  
**Chief Executive Officer (Council Secretary)**